

Northland Pioneer College
Strategic Planning & Accreditation Steering Committee
June 20, 2008 – Audio

Meeting Minutes

Attendees: Donna Ashcraft, Blaine Hatch, Dr. Eric Henderson, Dr. Pat Canary, Nettie Klingler, Dr. Jeanne Swarthout, Mark Vest, Ann Hess, John Velat, Cindy Hildebrand, Dana-Red Stevens (?)

1. Approval of Minutes from May 16, 2008 meeting
 - motion made to approve by Canary, second by Henderson; minutes approved
2. Subcommittee Reports:
 - Criterion 1: June 3 face-to-face meeting, which all prefer to have, all attended but student/alumni rep; will be meeting again on 7/9.
 - a. Question from group: should Mission Purposes be included more generally across the college? -currently just in faculty handbook.
 - i. Discussion about consistency in disseminating information, amount of printed space required, intended audience, revise print layout of Purposes, catalog inclusion (or not), faculty use through assessment
 1. Motion by Canary to have a formal vote to include Purposes in catalog, second by Vest – motion approved with one abstention
 2. Motion by Canary to include Mission Purposes in catalog and defer other location decisions to next meeting; second by Klingler – motion approved (*Criterion 1 group to compile list of known Mission statement locations*)
 - Criterion 2: Met May 22 with everyone but Mr. Hassard in attendance; reviewed list of documents requested and responded to Data committee with more detail; July 10 will be next meeting
 - Criterion 3: Will be meeting July 15 and hope to have data to review at that time
 - Criterion 4: Met May 29 and reviewed other schools' Criterion 4 component
 - Criterion 5: Haven't met
 - Communications: will meet in July to discuss and plan "fun" accreditation presentation to Board
 - Data: Returned some data requests to groups, noting data not available or asking for clarification on some requests; as yet haven't received response from any groups; Dr Swarthout directed committee to contact groups again
 - Resource Center: Nothing new to report; Trudy still missing the same reports
3. Request for data routing process clarification and directions
Outcome:
 - data request will come to SPASC first
 - Data Committee receives request from SPASC and produces data
 - data is returned to requesting subcommittee group
 - Subcommittee group reviews data and if viable will recommend back to SPASC
 - SPASC will decide what is on Resource site
4. Request from Criterion 4 regarding policy and procedure for program review
Outcome:
 - VP for Learning office has last version from 2002 and will forward copies to Criterion 4 and Criterion 1 groups
 - ILC should review the document during 08-09 school year

5. Parking lot solution
 - Sharepoint for information collection is out the door, leaving JICS or the new website CMS
 - decision made to use JICS
 - Mindy/Cindy to conduct training sessions for Dr Swarthout and other members of SPASC and subcommittee groups
 - contact Mira to schedule
 - in addition to migrating existing documents to JICS, add page within SPASC “group” where all faculty and staff can post future planning topics

6. Review of Strategic Plan
 - Deans met to review plan
 - have some additions to goals concerning curriculum; adding a new Dietary Management certificate; Pillar 1, Priority 1, where references to Web Learning Coordinator should be re-written in general web development terms (possibly roll in to Goal 1?)
 - diversity in faculty and staff (add to Pillar 4 Priority 3); green commitment; improving quality and quantity of online courses and programs (Dr Swarthout will take the lead on these)
 - Discussion on Pillar 4, Priority 1: remove Supply adequate staff section; re-word Chemical hygiene training to ‘Safety Training’ and move to Priority 2, Offer training section
 - Pillar 5 has some updates pending
 - Annual Plan to Board document presented by Dr Swarthout – update to the Board on the Strategic Plan progress

7. Additions to Timeline (SPASC, HLC)
 - Should be reviewed each meeting and revised, if needed, to keep it current

8. Discuss Membership Changes
 - faculty association president is changing from Frank Pinnell to Mike Lawson
 - student representation needs to be revisited w/ Student Government
 - updates sent to Donna so she can keep group emails current through Support Center
 - will need 2 additional faculty and 1 CASO
 - Cindy Hutton, Susan Acton recommended

9. SPASC role in Convocation
 - Limited role this time (15 min) with update being on the “light and funny” side; more discussion at next meeting

10. Summer SPASC Calendar
 - July 18 next meeting
 - August 1
 - August 15

Meeting adjourned